



POLICY AND ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

THE REPORTING, INVESTIGATION AND DISPOSITION OF CHILD ABUSE AND NEGLECT

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 31-9-2-13 IC 31-9-2-14 IC 31-33-2-1 <i>et seq.</i> IC 31-33-5-1 <i>et seq.</i> IC 31-33-22-1 <i>et seq.</i> IC 31-34-1 <i>et seq.</i>	00-01-103 02-03-116 01-02-101 03-02-101 01-08-101 03-02-109 02-01-109 04-03-103 02-01-115	

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish guidelines for the effective reporting, investigation and disposition of all suspected or known incidents of abuse or neglect of children under the Department's supervision.

II. POLICY STATEMENT:

The Indiana Department of Correction is committed providing a safe and secure environment within its facilities for all committed students and youthful offenders. The Department shall develop uniform procedures to be used by all staff to report suspected cases of child abuse or neglect. This policy and its administrative procedures shall be used by all staff, volunteers and contractors in the Department of Correction to ensure that information is reported accurately and in a timely manner, an investigation is conducted and appropriate disposition occurs.

Sexual activity between students, youthful offenders, staff, volunteers, contractors and visitors is strictly prohibited. The Department shall maintain a zero (0) tolerance policy for sexual activity between students, youthful offenders, staff, volunteers, contractors, and visitors, as is outlined in Policy 02-01-115, "Sexual Assault Prevention and Report," and in Policy 02-03-116, "Safe Facilities Program". The "Prison Rape Elimination Act of 2003" (PREA) makes the elimination of rape in correctional settings a top priority of state correctional agencies across the nation. Other agencies and organizations, such as the Association of State Correctional Administrators (ASCA) and Performance-based Standards (in Juvenile Facilities), have taken steps in assessing and reducing the incidents of violence in correctional facilities. Additionally, the National Prison Rape Elimination (PREA) Commission has published "proposed – Standards for

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the Prevention, Detection, Response and Monitoring of Sexual Abuse in Juvenile Facilities”. The Indiana Department of Correction and its Division of Youth Services supports these initiatives.

All Department staff, volunteers, and contractors are required to immediately report to the Facility Head/designee, any known or suspected incidents of child abuse or neglect of a student or youthful offender under the care, custody, or supervision of the Department. Upon receiving such a report, the Facility Head/designee shall report or cause a report to be made to the Indiana Department of Child Protective Services, the Executive Director of the Division of Youth Service and the Department’s Child Abuse and Neglect Liaison. In cases involving sexual activity of students and youthful offenders, the Department’s PREA Coordinator will also be notified. Staff or contractors who provide Community Supervision/Parole services to students or to youthful offenders, who in the course of their duties, have reason to believe that the student or youthful offender may be a victim of child abuse or neglect shall immediately make a report to the Indiana Department of Child Protective Services and to the Department’s Child Abuse and Neglect Liaison.

Department staff shall cooperate to the fullest extent with any internal investigation or external investigations conducted by either the Indiana Child Protective Services or a law enforcement agency. Any internal investigation by the Department shall compliment and not interfere with any external investigation. The Department shall protect from retaliation, any student, youthful offender, staff, volunteer or contractor who reports child abuse and neglect or those who cooperate with such investigations.

A student or youthful offender who is a suspected victim of child abuse or neglect shall be given immediate and appropriate medical and mental health care.

Any report of suspected child abuse or neglect shall be held confidential and released only in accordance with applicable statutes and promulgated rules.

III. DEFINITIONS:

For the purpose of this policy and its administrative procedures, the following definitions are presented:

- A. **ACCIDENTAL INJURY:** An injury to the child or youthful offender of the type that is common to the nature of the activity in which the child was involved.

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- B. AGE APPROPRIATE: A way of communicating, explaining, interviewing, or providing services to a student that is suitable for the student's age and level of emotional and cognitive development.
- C. ALLEGATION: An oral, written, or electronic statement that sexual abuse has occurred or might occur that is provided to a staff member or outside agency.
- D. CHILD ABUSE OR NEGLECT:
1. The child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal or neglect of the child's parent, guardian or custodian to supply the child with necessary food, clothing, shelter, medical care, education or supervision.
 2. The child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian or custodian.
 3. The child is a victim of:
 - a. Rape (IC 35-42-4-1);
 - b. Criminal Deviate Conduct (IC 35-42-4-2);
 - c. Child Molesting that involves the fondling or touching of the buttocks, genitals, or female breasts of a child [IC 35-42-4-3, see also IC 31-9-2-14(b)];
 - d. Child Exploitation (IC 35-42-4-4);
 - e. Child Seduction (IC 35-42-4-7);
 - f. Sexual Misconduct with a Minor (IC 35-42-4-9);
 - g. Public Indecency/Indecent Exposure (IC 35-45-4-1);
 - h. Prostitution (IC 35-45-4-2); or
 - i. Incest (IC 35-46-1-3).
 4. The child's parent, guardian or custodian allows the child to participate in an obscene or harmful performance as defined in IC 35-49-2-2 and IC 35-49-3-2
 5. The child's parent, guardian, or custodian allows the child to commit a sex offense relating to prostitution, public indecency or voyeurism as described in IC 35-45-4.

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- E. COMMISSIONER: the chief executive officer of the Department.
- F. COMMUNITY SERVICE: Any division of the Department which has as its primary emphasis the assistance, investigation, supervision or transportation of juveniles and offenders in the community.
- G. CONTRACTOR: A person who provides services to students or to the Department on an established basis according to a contractual agreement, referred to in this policy as, "Staff".
- H. CRITICAL INCIDENT: Any event that seriously disrupts the routine operation of the facility such as those situations involving battery on staff or offenders, sexual contacts, staff sexual harassment, etc. Also, those situations which are defined as serious, significant or highly sensitive are considered critical incidents.
- I. DEPARTMENT: The Indiana Department of Correction.
- J. DEPARTMENT CHILD ABUSE OR NEGLECT LIAISON: The staff person designated by the Commissioner as the contact person for all matters involving the reporting, investigation and remedy of any incident of suspected child abuse or neglect.
- K. JUVENILE: Any child adjudicated of a delinquent act and committed to the Department.
- L. NEED TO KNOW: A criterion for limiting access of certain sensitive information to individuals who require the information to make decisions or to take action with regard to a student's safety or treatment or to the investigative process.
- M. PHYSICAL INJURY: Any non-accidental injury that causes or creates a substantial risk of disfigurement (including bruises, welts, and cuts), protracted loss or impairment of the function of the body or an organ of the body, or death.
- N. PREA COORDINATOR: A senior-level position designated by and reporting directly to the Commissioner whose responsibilities include developing, implementing, and overseeing the Department's plan to comply with the PREA.

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- O. PREA PREDATOR LIKELY: A student/offender identified by staff as having a history of sexually assaultive behavior or is determined to present a risk to vulnerable students/offenders.
- P. PREA VICTIM LIKELY: A student/offender identified by staff who may need special services due to being a victim of sexual assault or misconduct or who is potentially susceptible to becoming a victim of sexual assault or misconduct while in a correctional setting.
- Q. SAFE FACILITIES COMMITTEE: A committee of Central Office staff who are to provide guidance and assistance in implementing the Safe Facilities Program and in reporting issues relating to the Safe Facilities Program to the Department's Executive Staff.
- R. SAFE FACILITIES COORDINATOR: The staff person designated by the Facility Head to oversee the Safe Facilities Program at the facility level and who ensures that staff is trained and the program is implemented in accordance with the policy and administrative procedures.
- S. SAFE FACILITIES MANAGER: The Central Office staff person designated by the Commissioner to oversee the Safe Facilities Program and who ensures compliance with the policy and administrative procedures and who assists the facilities with implantation of their Safe Facilities Program.
- T. SAFE FACILITIES PROGRAM: The program developed by the Department to provide a safe environment for staff to work and students/offenders to work and live free from concerns about violence or sexual assault.
- U. SEXUAL ABUSE: Encompasses (1) student-on-student sexual abuse, (2) student-on-student sexual harassment, (3) staff-on-student sexual abuse, and (4) staff-on-student sexual harassment. Students under the Department's supervision are not permitted to give consent to any type of sexual contact. All sexual contact defined below is considered abusive.
 - 1. Student-on-student sexual abuse: Encompasses all incidents of student-on-student sexually abusive contact and student-on-student sexually abusive penetration.
 - a. Student-on-student sexually abusive contact: Non-penetrative touching (either directly or through the

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clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks by a student of another student.

- b. **Student-on-student sexually abusive penetration:** Any sexual penetration by a student of another student. The sexual acts included are:
 - Contact between the penis and the vagina or the anus;
 - Contact between the mouth and the penis, vagina, or anus; or
 - Penetration of the anal or genital opening of another person by a hand, finger, or other object.
2. **Student-on-student sexual harassment:** Repeated and unwelcome sexual advances, requests for sexual favors, verbal comments, or gestures or actions of a derogatory or offensive sexual nature by one student directed toward another.
3. **Staff-on-student sexual abuse:** Encompasses all occurrences of staff-on-student sexually abusive contact, staff-on-student sexually abusive penetration, staff-on-student indecent exposure, and staff-on-student voyeurism. Staff solicitations of students to engage in sexual contact or penetration constitute attempted staff-on-student sexual abuse.
 - a. **Staff-on-student sexually abusive contact:** Non-penetrative touching (either directly or through the clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks by a staff member of a student that is unrelated to official duties.
 - b. **Staff-on-student sexually abusive penetration:** Penetration by a staff member of a student. The sexual acts included are:
 - Contact between the penis and the vagina or the anus;
 - Contact between the mouth and the penis, vagina, or anus; or
 - Penetration of the anal or genital opening of another person by a hand, finger, or other object.

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- c. **Staff-on-student indecent exposure:** The display by a staff member of his or her uncovered genitalia, buttocks, or breast in the presence of a student.
 - d. **Staff-on-student voyeurism:** An invasion of a student's privacy by staff for reasons unrelated to official duties or when otherwise not necessary for safety and security reasons, such as peering at a student who is using the toilet in his or her cell/room; requiring a student to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a student's naked body or of a student performing bodily functions and distributing or publishing them.
- 4. **Staff-on-student sexual harassment:** Repeated verbal comments or gestures of a sexual nature to a student by a staff member. Such statements include demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or profane or obscene language or gestures' or genital opening of another person by a hand, finger, or other object.
- V. **SEXUAL ASSAULT PREVENTION COMMITTEE:** The Facility Head shall establish a multi-disciplinary committee comprised from key facility staff, with the purpose of facilitating the Department's sexual assault prevention program.
- W. **SEXUAL ASSAULT PREVENTION PROGRAM (SAPP) COORDINATOR:** The staff person designated by the Facility Head to oversee the facility's sexual assault prevention program and to chair the sexual assault prevention committee.
- X. **STAFF:** An individual who is employed by the Department or the facility on a full-time or part-time basis, and all contractual and volunteer persons.
- Y. **SUBSTANTIATED ALLEGATION:** An allegation that was investigated and the investigation determined that the alleged event occurred.
- Z. **UNFOUNDED ALLEGATION:** An allegation that was investigated and the investigation determined that the event did not occur.
- AA. **UNSUBSTANTIATED ALLEGATION:** An allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

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BB. VICTIM ADVOCATE: An individual, who may or may not be affiliated with the Department, who provides victims with a range of services during the forensic exam and investigatory process. These services may include emotional support, crisis intervention, information and referrals, and advocacy to ensure that victims' interests are represented, their wishes respected, and their rights upheld.

CC. VISITOR: An individual visiting a Department facility, who is not a staff, contractor, or volunteer.

DD. VISITOR-ON-STUDENT SEXUAL ABUSE: Any act or behavior or a sexual nature directed toward a student by a visitor, such sexual acts include:

- Intentional touching of the genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse, arouse or gratify sexual desire;
- Completed, attempted, threatened or requested sexual acts; or,
- Occurrences of indecent exposure, invasion of privacy or voyeurism for sexual gratification.

EE. VOLUNTEER: An individual who donates his or her time and effort on a recurring basis to enhance the activities and programs of the agency, referred to in this policy as, "Staff."

FF. YOUTHFUL OFFENDER: Any offender under the age of eighteen (18) years who has been sentenced as an adult for a crime and committed to the department, referred to in this policy as "Youthful Offender" and/or "Student".

IV. PREVENTION OF CHILD ABUSE AND NEGLECT:

Staff has a duty to provide the students and youthful offenders with the level of supervision necessary to protect them from harm. In the event that a staff member becomes aware of or suspects that child abuse or neglect has occurred, that staff member is responsible for immediately reporting the act(s) or suspected act(s) to a designated supervisor. All alleged incidents of child abuse and neglect shall be investigated.

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V. APPOINTMENT OF A DEPARTMENT CHILD ABUSE OR NEGLECT LIAISON:

The Commissioner shall designate a staff member as the liaison with external individuals or departments in matters relating to the reporting, investigating, and disposition of reports of child abuse and neglect. The appointment shall be in writing and shall be superseded only by another written appointment.

VI. RESPONSIBILITIES OF THE DEPARTMENT CHILD ABUSE OR NEGLECT LIAISON:

The Department Child Abuse or Neglect Liaison shall:

- A. Receive a copy of the Incident Report, Critical Incident Report, and Sexual Incident Report (if applicable), for each incident of suspected child abuse or neglect reported, and monitor the investigation and disposition of the report.
- B. Serve as a liaison for the Department with the Indiana Department of Child Protective Services, and receive all investigations and reports from that agency.
- C. Maintain confidential files of all reports of child abuse and neglect.
- D. Serve as the Department's representative at meetings, seminars, and workshops concerning child abuse or neglect at the direction of the Executive Director of the Division of Youth Services or the Commissioner.
- E. Advise the Executive Director of the Division of Youth Services and the Commissioner of any reports of child abuse or neglect.

VII. DUTY TO REPORT CHILD ABUSE OR NEGLECT:

All staff persons are required to immediately report, according to Department procedures and relevant State child abuse reporting laws, any knowledge, suspicion, or information received regarding an incident of child abuse or neglect that occurs in an institutional setting; retaliation against students or staff who report incidents of abuse; and, any staff neglect or violation of responsibilities that may have contributed to an incident of abuse or retaliation.

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VIII. REPORTS OF ABUSE OR NEGLECT BY STUDENTS, YOUTHFUL OFFENDERS, OR A THIRD-PARTY:

Facilities shall provide multiply internal ways for students or youthful offenders to easily, privately, and securely report incidents of abuse or neglect, retaliation by other students/youthful offenders or staff, for reporting incidents of abuse or neglect and staff neglect or violation of responsibilities that may have contributed to an incident of abuse or neglect.

Students or youthful offenders may also report incidents of abuse or neglect to external agencies or individuals, such as the State Ombudsman, a friend or family member.

Staff shall accept reports of child abuse or neglect made by a student, youthful offender, or a third-party report: verbally, in writing, or anonymously. Upon receiving such a report, the staff person will immediately notify their supervisor and complete a written Incident Report detailing the allegations.

All reports of child abuse and neglect shall be investigated.

IX. REPORTING ALLEGATIONS OF CHILD ABUSE OR NEGLECT:

A staff person who knows or has reason to believe that a student or youthful offender is a victim of child abuse or neglect, shall immediately make a verbal report to their immediate supervisor.

Child abuse and neglect, as defined above and as listed in the Indiana Code, including any of the following instances:

- Whenever the nature of a physical injury to a student or youthful offender is inconsistent with the explanation given for the injury;
- Whenever a student or youthful offender is injured by another student, youthful offender, or adult offender, or staff person and there is reason to believe that the responsible staff person was not properly supervising;
- Whenever a student or youthful offender dies, and the cause of death is unknown or believed to be caused by abuse or neglect;
- Whenever any type of sexual contact occurs between staff and a student or youthful offender;

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- Whenever any type of sexual contact occurs involving student or youthful offender; whether with another student, youthful offender or an adult; and,
- Whenever the student or youthful offender is a victim of a sex crime.

It is not necessary to report purely accidental injuries incurred by a student or youthful offender. For example, no report of child abuse or neglect should be filed if a student or youthful offender was accidentally hit by a baseball during a baseball game or twisted an ankle during a basketball game. However, if the accidental nature of the injury is in question and there is evident of child abuse or neglect, then staff shall report the incident in accordance with these procedures.

- A. The supervisor who receives the report of child abuse or neglect shall then immediately make a verbal report to the Facility Head/designee.
- B. Following the verbal notification, each staff person with knowledge of the allegations shall complete and submit a written incident report detailing alleged incident, by the end of their shift.
- C. The Facility Head/designee receiving information regarding alleged child abuse or neglect shall report or cause a report to be made to the Indiana Department of Child Protective Service, by calling 1-800-800-5556.
- D. The Facility Head/designee shall also immediately report or cause a report to be made to the Executive Director of the Division of Youth Services and the Commissioner.
- E. The Facility Head/designee shall be responsible to ensure that the following reports are completed:
 1. Incident Report;
 2. Critical Incident Report;
 - c. Sexual Incident Report, if applicable.
- F. The Facility Head/designee shall be responsible to ensure that copies of the reports listed above are distributed as follows:
 1. Executive Director of the Division of Youth Services:
 - Critical Incident Report
 2. Department Child Abuse and Neglect Liaison:
 - Incident Report

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- Critical Incident Report
- Sexual Incident Report, if applicable

3. PREA Coordinator:
- Sexual Incident Report

- G. The facility head/designee shall also be responsible to ensure that notification of the alleged abuse or neglect is made to:
1. The juvenile court that committed the student or youthful offender;
 2. The parent or legal guardian or the student or youthful offender.
- H. Staff may also submit their own report of known or suspected incidents of child abuse or neglect to the Indiana Department of Child Protective Services by calling 1-800-800-5556.
- I. Staff shall report know or suspected incidents of child abuse or neglect directly to the Indiana Child Protective Services when there is reason to believe that the incident of child abuse or neglect was not adequately reported.
- J. If a staff person providing community supervision/parole services has reason to believe that child abuse or neglect has occurred, they shall immediately report the allegations to the Indiana Department of Child Protective Services at 1-800-800-5556. A report shall also be made to the staff person's immediate supervisor and to the Department's Child Abuse and Neglect Liaison with a written report to be completed and submitted within 24 hours of the initial CPS notification.

X. DUTY TO REPORT CHILD ABUSE OR NEGLECT OCCURRING IN THE COMMUNITY:

A student or youthful offender may have been the victim of abuse or neglect prior to arriving at the Department, or while on Temporary Leave from the facility. A staff person who has reason to believe that abuse or neglect has occurred shall report the incident to the Indiana Child Protective Services at 1-800-800-5556. The staff person shall also complete an Incident Report and forward to his/her supervisor by the end of their shift.

A copy of the Incident Report regarding the alleged child abuse or neglect shall be forwarded to the Departments Child Abuse and Neglect Liaison.

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XI. CONFIDENTIALITY:

Staff having knowledge of known or suspected incidents of child abuse or neglect shall maintain strict confidentiality, revealing information regarding the incident(s) only those individuals identified as, “needing to know”, such as those staff who will make decisions regarding the student or youthful offender’s treatment, the investigation, and other security or management decisions.

All reports, medical findings, investigative summary or diagnostic reports compiled during an investigation pursuant to these administrative procedures shall be confidential with access to those reports governed by applicable statute, promulgated rule and department policy.

XII. RESPONSE TO ALLEGATIONS OF CHILD ABUSE OR NEGLECT:

All actions taken in response to an allegation of child abuse or neglect shall be coordinated among staff first responders, medical and mental health professionals, investigators, and facility management staff. The facility’s coordinated response shall ensure that the victim receives all necessary immediate and ongoing medical, mental health, and support services and that the investigators are able to obtain available evidence to thoroughly investigate the allegations and to assist management with appropriate disposition.

Upon learning that (physical or sexual) abuse or neglect has occurred or has been alleged, staff first responding shall:

- A. Separate the alleged victim and the alleged abuser;
- B. Provide access to timely medical evaluation and treatment;
- C. Instruct the victim, when possible to not take actions that could destroy physical evidence, such as: washing, changing clothes, urinating, brushing teeth, etc.
- D. Provide access to timely mental health evaluation and treatment;
- E. Preserve any crime scene area and related materials.

XIII. MEDICAL CARE:

All students or youthful offenders who have been alleged to be the victim of child abuse or neglect shall be provide immediate medical evaluation and treatment for injuries received and follow-up treatment as needed. The medical evaluation and treatment shall not be guided by the investigative process, however all relevant findings, diagnosis, treatment or data shall be incorporated into any subsequent investigative report.

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XIV. DUTY TO INVESTIGATE:

The facility shall investigate all allegations of child abuse or neglect, including third-party and anonymous reports. All investigations will be carried through to completion, regardless of whether the alleged victim or alleged abuser remains at the facility and regardless of whether the source of the allegation recants his or her report.

XV. INTERNAL INVESTIGATION:

Department investigations into allegations of child abuse or neglect will be prompt, thorough, objective, and conducted by trained investigators. The Facility Head/designee will confer with the Executive Director of Youth Services regarding which Department staff will conduct the investigation, either the facility investigator, an investigator from another Department facility or the Department's Internal Affairs investigator. Internal investigations shall complement and not interfere with any external investigation conducted by CPS or a law enforcement agency.

XVI. FINDINGS FROM THE INDIANA DEPARTMENT OF CHILD PROTECTIVE SERVICES:

Any report or investigation prepared by the Indiana Department of Child Protective Services shall be forwarded to the Department Child Abuse or Neglect Liaison, who shall ensure that copies of the reports are provided to the Executive Director of the Division of Youth Services and the Commissioner.

XVII. IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY OR ADVERSE ADMINISTRATIVE ACTION:

Any staff person, other than the person accused of child abuse or neglect, who files a report of suspected child abuse or neglect, participates in a medical or investigative process for child abuse or neglect, or participates in any judicial proceedings or other proceedings resulting from a report of child abuse or neglect, is immune from civil or criminal liability. A staff person making a report of child abuse or neglect is presumed to have acted in good faith. No disciplinary action or reprisal shall be taken against a staff person who has acted in good faith in reporting a suspected child abuse or neglect incident. Immunity does not extend to and staff person who has acted maliciously or in bad faith.

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XVIII. DISPOSITION:

Staff is subject to disciplinary sanctions up to and including termination of employment when staff has violated Department policies or State laws, related to child abuse or neglect. All terminations related to violations regarding policies related to child abuse or neglect shall be reported to Indiana State Police.

A staff person who knowing fails to make a report of suspected child abuse or neglect as required by law; who requests, obtains, or seeks to obtain child abuse or neglect information under false pretenses; or, who knowingly falsifies child abuse or neglect information or records, commits a Class B misdemeanor.

Students or youthful offenders who engage in student-on-student abuse will receive appropriate interventions. Decisions regarding the types of interventions needed, will include treatment, counseling, education programs, and disciplinary sanctions, made with the goal of promoting improved behavior by the student and ensuring the safety of other student a and staff.

XIX. TRAINING:

The Department shall provide training to all staff regarding their responsibilities regarding child abuse and neglect reporting and sexual assault prevention and reporting. Additionally, the Department shall train staff to communicate effectively and professionally with all students and youthful offenders. The Department shall train all staff on the student's right to be free from abuse and from retaliation for reporting abuse.

The Department shall ensure that all volunteers and contractors who have contact with students or youthful offenders have been trained on their responsibilities regarding child abuse and neglect reporting and sexual assault prevention and reporting.

XX. CHILD ABUSE OR NEGLECT INCIDENT REVIEW:

All reports of Child Abuse or Neglect shall be considered Critical Incidents and, as such, shall be reviewed by a team of facility management staff. This Critical Incident review shall include the following:

- A. An analysis of any security failures that may have contributed to the incident;
- B. An examination of the timeliness and quality of the response;

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- C. The various interventions provided to the victim, including medical and mental health care; and,
- D. The quality of the administrative and/or criminal investigations.

Having identified any underlying issues, the facility shall then make the necessary changes to facility procedures or practices to ensure the safety of staff and students.

XXI. RETENTION OF CHILD ABUSE OR NEGLECT RECORDS:

Retention of reports filed in the confidential section of a juvenile's or youthful offender's packet shall be governed by the Department procedures and retention schedules established by the Commission on Public Records. The Department Child Abuse and Neglect Liaison shall retain all reports submitted, even when the investigation was found to be unfounded or unsubstantiated. The Department Child Abuse and Neglect Liaison's copies of reports shall be maintained for at least seven (7) years, after which they may be destroyed in a manner sufficient to ensure lasting confidentiality.

XXII. APPLICABILITY:

This policy and its administrative procedures are applicable to all staff and volunteers in the Department.

Signature on File
Edwin G. Buss
Commissioner

5/11/10
Date